

**JOINT FORCE HEADQUARTERS WISCONSIN  
WISCONSIN NATIONAL GUARD  
2400 WRIGHT STREET  
POST OFFICE BOX 8111  
MADISON WISCONSIN 53708-8111**

**AIR NATIONAL GUARD ACTIVE GUARD RESERVE (AGR)  
VACANCY ANNOUNCEMENT (MVA) NUMBER 06-75**

**This position is also advertised as a technician position under Job Opportunity # 06-191.**

**OPENING DATE:** 14 Sep 2006

**CLOSING DATE:** 28 Sep 2006  
(Applications will not be accepted after 1600 hrs)

**UNIT/LOCATION:** 115 FW/LRS, Truax Field, Madison, WI

**POSITION:** Logistics Management Specialist

**MILITARY AFSC REQUIREMENTS:** 2S0X1

**MINIMUM SKILL LEVEL REQUESTED:** Three level

**AREA OF CONSIDERATION:** On-board AGRs at 115 FW

**FILL DATE:** 01 Oct 2006

**SALARY RANGE:** Pay and allowance commensurate with military pay.

**MINIMUM GRADE REQUIRED:** A1C/E-3

**MAXIMUM EUMD GRADE:** SSG/E-5, or current grade if assigned to  
115 LRS with AFSC 2S0XX

**AVAILABLE UPMR GRADE:** SSG/E-5, or current grade if assigned to  
115 LRS with AFSC 2S0XX

**MINIMUM QUALIFICATION REQUIREMENTS**

1. Member must be medically qualified IAW AFI 48-123. Applicants cannot be subject to any flagging action for medical purposes. ANG members entering on full-time duty must have a current physical examination (within 36 months) prior to entry date. Individuals transferring from title 10 USC (active duty or statutory tour) are not required to have a new physical unless the previous physical is over five years old at the time of entry onto AGR status. Personnel ages 40 and above must have a Risk Index calculated IAW AFI 48-123. Individuals with a Risk Index exceeding 10,000 must have a stress EKG accomplished. Selected individual must have an HIV test completed within 6 months of AGR start date. Females require a pregnancy test within 30 days prior to AGR start date.
2. Members must meet physical fitness standards IAW ANGI 10-248, Air National Guard Fitness Program.
3. Applicants with family members currently on-board are cautioned to review ANGI 36-101 for assignment restrictions.
4. Personnel must have sufficient retainability to permit completion of tour of duty. Can not be eligible for or receiving an immediate Federal (Military or Civilian) retirement annuity.
5. Each application will be screened for all mandatory AFSC entry criteria, if degree requirements are required, please enclose copies of transcripts.

**CONDITIONS OF EMPLOYMENT**

1. Individuals selected will be ordered to/or continued on full-time military duty under the provisions of Title 32 USC 502(f). Subsequent tours are at the discretion of the State Adjutant General. Member must remain in initially assigned position for a minimum of twelve months.
2. Individuals selected for AGR tours that cannot attain 20 years of active federal service prior to reaching mandatory separation, must complete a Statement of Understanding in accordance with Attachment 2 of ANGI 36-101.
3. Applicants participating in the ANG Incentive Program may be terminated upon entry into full-time National Guard duty. See specific incentive agreement for termination rules.
4. Applicants must not have been separated "for cause" from active duty or a previous AGR tour.
5. Existing ANG Promotion Policies apply.

**BRIEF DESCRIPTION OF DUTIES:**

Directs materiel management activities involved in developing, operating, implementing and analyzing manual and automated integrated logistics systems. Manages item and monetary accounting, inventory control, financial planning and warehousing functions. Monitors and operates the Standard Base Supply System (SBSS) and

associated logistics systems interfaces. When assigned to combat support or enabler organizations, provides materiel management expertise as related to SBSS processes, accountable officer, responsible officer, and responsible person obligations. Manages materiel management activities and systems involved in requirements determination, inventory control, and receipt, storage and issues of supplies and equipment. Computes requirement, determines allowance, and researches and identifies materiel requirements. Performs operations involved in storage inspection, identification and receipt of property. Performs inventories and ensures timely correction of discrepancies. Inspects and evaluates inventory management activities. Inspects and identifies property. Determines condition of property received. Performs shelf-life inspections of stock. Develops methods and improves procedures for storing property. Plans use of storage facilities. Receipts, stores, issues, ships and transfers property. Controls issue of classified, sensitive, pilferable and controlled items. Coordinates with maintenance activities on repairable component actions. Controls and issues bench stock property. Obtains material required for equipment modification, periodic component exchange and bills of material in support of maintenance. Accounts for all items contained in mobility readiness spares packages. Provides materiel management expertise to combat support, enabler organizations and responsible officers for the proper accounting and control of specified classes of supply. Reviews and validates requirements. When required, initiates follow-up actions on materiel requirements. Coordinates equipment transfer and deployment actions with the accountable officer. Plans and schedules materiel storage and distribution activities. Processes information retrievals using supply system databases. Manages materiel management related systems and hardware. Performs operator maintenance on materiel management related systems and hardware. Applies system security policy and procedures to prevent unauthorized changes to information. Distributes supply computer products. Acts as a subject matter expert to the commander on the operation of materiel management systems and operations. Monitors Defense Data Network traffic through use of the Supply Interface System. Ensures database integrity and makes necessary corrections. Controls and operates the Remote Processing Station (RPS) and remote terminal hardware under the Standard Base Supply System (SBSS). Monitors systems processing and corrects processing errors. Monitors supply Defense Data Network traffic through use of the Supply Interface System and takes corrective action. Maintains liaison with the Standard Systems Group, MAJCOMs and the servicing Defense Megacenters, to identify and correct problems. Develops database retrieval scripts for materiel management support analyses. Operates motor vehicles and assorted materiel handling equipment.

**Knowledge.** Mandatory of basic mathematics, supply policies and procedures, Air Force property accounting, stock and inventory control, accountability and responsibility, principles of property accounting through manual or automated data processing (ADP), storage methods, warehouse control (receipt, issue, and disposal), materiel handling techniques, methods of preparing and maintaining supply records, manual and automated supply accounting systems, logistics principles and interactions (supply, maintenance, transportation, and procurement), hazardous material and waste procedures, and deployment or contingency operations.

**Education.** Completion of high school with a course in mathematics is desirable.

**Training.** For award of AFSC 2S031, completion of a basic materiel management course is mandatory.

## HOW TO APPLY

Submit a package that includes the following:

1. **Cover Letter** addressing, at a minimum:
  - A. The **military vacancy announcement** you are applying for.
  - B. Whether you are currently **AGR, technician, drill** or **active duty** status and what unit you're in.
  - C. Reason why any required documentation is not included in application packet.
2. **NGB Form 34-1** completed and signed.
3. **Personnel Records Review RIP**, complete and current. Other Service Components submit appropriate individual personnel information printout.
4. Current military members must submit annual service component fitness testing results. Civilians must submit documentation from physician indicating height and weight. Must be dated within 30 days of job announcement closing date.
5. Current **SF 507**, Addendum to Medical History SF 93.
6. Current **AF Form 422**, Physical Profile Serial Report. Other Service Components submit medical documentation that includes PULHES score and if any PULHES are a "3", a statement indicating that individual is Worldwide Deployable.
7. **DMA Form 181**, Ethnic Group/Race/National origin and Gender Identification (*If DMA 181 is unavailable use SF Form 181*).
8. All Other Service Component applicants must have their **ASVAB** raw scores converted to Air Force ASVAB scores and include them in a letter from either a Recruiter or MEPS Counselor.

Note: Forms may be found by going to the following web site: <http://dma.wi.gov/devops/section.asp?linkid=64> .

9. Forward application to: **THE ADJUTANT GENERAL WI, ATTN: WIJS-J1-MS (AGR Air Staffing), 2400 WRIGHT STREET, MADISON, WI 53708-2572**. Applications must be mailed at applicant's own expense. FAXED APPLICATIONS WILL NOT BE ACCEPTED. Questions regarding this announcement and the application process may be referred to DSN 724-3718/3716 or commercial (608) 242-3718/3716. Applicants are encouraged to call prior to job close date to ensure application was received; however, it is the applicant's responsibility alone to ensure that the application and all required supporting materials are complete. The application **will not be reviewed** until after the closing date. If the application is incomplete a letter will be sent to the individual indicating the reason for disqualification. All applications become the property of the J1 Office.

